

Program A: Administrative

Program Authorization: La. Constitution, Article IV, Section 9; R.S. 36:761 and 764

PROGRAM DESCRIPTION

The mission of the Administrative Program is to provide the leadership, support, and oversight necessary to be responsible for and manage, direct, and ensure the effective and efficient operation of the programs within the Department of the Treasury, Office of State Treasurer, to the benefit of the public's interest.

The goals of the Administrative Program are:

1. To effectively manage through policy development, communication, and dissemination of information, the provision of legal services and support, and the overall coordination of all programs in the Department of Treasury, Office of State Treasurer.
2. To promote sound cash management programs which benefit the taxpayers of the State of Louisiana.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. (KEY) To ensure that 100% of the department's operational objectives are achieved.

Strategic Link: This objective is related to the Administrative Program's Strategic Goal I: *The Administrative Program will effectively manage, through policy development, communication and dissemination of information, the provision of legal services and support, and the overall coordination of all programs in the Department of the Treasury in accordance with LRS 36:764.*

Louisiana: Vision 2020 Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

Explanatory Note: This operational objective directly relates to the administrative and support service programs within the Administrative Program.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Percentage of department operational objectives achieved during fiscal year.	100%	93%	100%	100%	100%	100%

2. (SUPPORTING) To administer the Uniform Unclaimed Property Act of 1997 in accordance with LRS:9 et seq.

Strategic Link: This operational objective does not have a link to the State Treasurer's current strategic plan due to the fact that this objective was transferred from the Department of Revenue to the Department of Treasury by Act 135. The Office of State Treasurer will be updating their strategic plan in the beginning of FY 2001-2002.

Louisiana: Vision 2020 Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

Explanatory Note: This activity was transferred from the Department of Revenue to the Department of Treasury by Act 135 of the First Extraordinary Session, 2000.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
S	Percentage of written inquiries researched within 30 days	Not applicable ¹	Not available ¹	Not applicable ¹	90% ¹	90%	90%
S	Number of holders reporting to Unclaimed Property	Not applicable ¹	3,610	Not applicable ¹	3,500 ¹	3,500	3,500
S	Number of refund checks issued	Not applicable ¹	13,564	Not applicable ¹	12,000 ¹	12,000	12,000

¹ This is a new performance indicator for FY 2001-2002. It did not appear under Act 10 or Act 11 and does not have a FY 1999-2000 or FY 2000-2001 performance standard. Performance data for this indicator were not tracked or reported in FY 1999-2000. The value shown for existing performance standard is an estimate not a standard.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999 - 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$522,153	\$356,774	\$356,774	\$564,142	\$431,116	\$74,342
STATE GENERAL FUND BY:						
Interagency Transfers	21,904	19,472	19,472	8,639	8,639	(10,833)
Fees & Self-gen. Revenues	368,720	1,544,351	1,544,351	1,372,415	1,397,919	(146,432)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$912,777	\$1,920,597	\$1,920,597	\$1,945,196	\$1,837,674	(\$82,923)
EXPENDITURES & REQUEST:						
Salaries	\$574,260	\$1,075,225	\$1,075,225	\$1,086,066	\$977,162	(\$98,063)
Other Compensation	88,198	96,288	96,288	96,288	96,288	0
Related Benefits	76,355	139,495	139,495	141,194	156,735	17,240
Total Operating Expenses	90,647	374,374	374,374	395,480	381,321	6,947
Professional Services	37,206	131,513	131,513	131,513	131,513	0
Total Other Charges	39,491	61,155	61,155	61,155	61,155	0
Total Acq. & Major Repairs	6,620	42,547	42,547	33,500	33,500	(9,047)
TOTAL EXPENDITURES AND REQUEST	\$912,777	\$1,920,597	\$1,920,597	\$1,945,196	\$1,837,674	(\$82,923)
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	10	17	17	17	18	1
Unclassified	4	4	4	4	4	0
TOTAL	14	21	21	21	22	1

SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, and Fees and Self-generated Revenues. Interagency Transfers are derived from various state agencies for the cost of central depository bank services. Fees and Self-generated Revenues are derived from the statewide retirement systems for their proportionate share of the cost of actuarial services and from fees collected for preliminary review and final approval of bond applications.

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$356,774	\$1,920,597	21	ACT 11 FISCAL YEAR 2000-2001
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$356,774	\$1,920,597	21	EXISTING OPERATING BUDGET – December 15, 2000
\$6,297	\$6,297	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$6,243	\$6,243	0	Classified State Employees Merit Increases for FY 2001 -2002
\$2,677	\$6,947	0	Risk Management Adjustment
\$36,034	\$65,541	1	New Attorney Position
\$0	\$33,500	0	Acquisitions & Major Repairs
\$0	(\$42,547)	0	Non-Recurring Acquisitions & Major Repairs
(\$158,904)	(\$158,904)	0	Salary Base Adjustment
\$181,995	\$0	0	Salary Base Adjustment
\$431,116	\$1,837,674	22	TOTAL RECOMMENDED

The total means of financing for this program is recommended at 95.7% of the existing operating budget. It represents 90.3% of the total request (\$2,035,082) for this program. At the recommended level of funding, this program should provide approximately the same levels of service.

PROFESSIONAL SERVICES

\$10,833	Actuarial Services - Rudd and Wilson
\$10,000	Computer Network evaluations - To be determined
\$100,000	Legal - Outside legal services
\$10,680	Marketing Services - To be determined
\$131,513	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$332	Computer services from Division of Administration
\$4,803	Civil Service fees
\$1,500	Uniform Payroll system fees
\$54,520	Legal Services provided by the Department of Justice
\$61,155	TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$12,500	Replacement of 5 laser-jet printers
\$1,000	Replacement of one Laser-jet print server board
\$20,000	Replacement of 4 lap-top computers for Unclaimed Property section
\$33,500	TOTAL ACQUISITIONS AND MAJOR REPAIRS